



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

26 January 1996.

CUSTOMS MEMORANDUM ORDER
NO. 4-96

TO : The Service Chiefs
Division/Office/Section Heads
All Agents/Operatives
ESS/CIIS

SUBJECT : AGENT'S MANUAL, FOR USE OF ALL ESS/CIIS
OPERATIVES IN GATHERING INFORMATION

I. OBJECTIVES

To provide all Customs Personnel engaged in operations subject matter of this order with a handy manual containing policies, procedures and illustration of standard forms pertinent to their functions.

II. GENERAL PROVISIONS

- 2.1 The provisions of this Customs Agent's Manual shall have the legal force and effect of a Customs Memorandum Order.
- 2.2 Upon the effectivity of this Order, any other existing Custom Memorandum Order, Circular or Issuance inconsistent herewith shall be deemed amended and/or modified accordingly.
- 2.3 Any Customs official who has knowledge of any provision of law, rule or regulation inconsistent with said agent's manual must report the same to the CMO Revision Committee under 311, at the earliest time possible.
- 2.4 A personal copy of a the Customs Agent's Manual will be furnished all ESS and CIIS personnel tasked with gathering information for the Customs Intelligence Unit (CIU).
- 2.5 Office/Unit/Section Heads of the ESS and CIIS will be responsible in ensuring that the operatives under their charge maintain their respective manuals in a proper and updated basis, and have them in their possession while on duty.
- 2.6 Any violation of the provisions of the Agent's Manual shall be construed as a violation of reasonable office regulations and as such, the offender will be dealt with accordingly.

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III. ADMINISTRATIVE PROVISIONS

3.1 There is hereby created a CMD REVISION COMMITTEE its main function of which is to update the agent's manual. The composition of the Committee is as follows:

CO-CHAIRMAN

* Respective Service Chiefs, ESS/CIIS

MEMBERS

Chief, Intelligence Division, CIIS
Chief, Investigation Division, CIIS
Chief, Customs Police Division, ESS
Chief, Intelligence Office, ESS

3.2 The functions of the above REVISION COMMITTEE are as follows:

3.2.1 To review all CAO's, CMD's and other lawful issuances that may be issued after the effectivity of this Order, evaluate their significance and/or effect on the agent's manual and submit its recommendations to the Commissioner of Customs in relation thereto.

3.2.2 On a quarterly basis, conduct a manual review workshop composed of and in consultation with representatives from all concerned offices in order to arrive at revision recommendations for submission to the Commissioner of Customs.

3.2.3 Upon approval of the revisions by the Commissioner, to ensure the proper dissemination of the same and inclusion/insertion in the issued manuals.

3.3 The Chief, Budget Division shall ensure that funds from the Bureau's appropriation are available for printing/reproduction of the agent's manual and revision orders.

IV. This Order shall take effect February 05, 1996.


GUILLELMO L. PARAYNO, JR.
Commissioner

a:comments/manual